

Addendum No. 1 to RFP 13-72



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Purchasing
JOSEPH A. CURTATONE
MAYOR

To: All Parties on Record with the City of Somerville as Holding RFP 13-72,
Municipal Zoning Ordinance Consulting Services on an As-Needed Basis

From: Angela M. Allen, Purchasing Director

Date: April 10, 2013

Re: Responses to Prospective Bidders' Questions

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Please acknowledge receipt of this Addendum by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.

X

Name of Authorized Signatory

Please note that the deadline is MONDAY, April 22, 2013 at 11:00 a.m.

Clarifications and Answers to Questions Received

1. **Question:** What is the estimated amount of time per week or month, on average and at peak times, that the consulting services will be required?

Response: This is a somewhat difficult question to answer, and depends partially on the

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area of expertise of the specific consultant, and our immediate need for help in that area. We expect that the most work will be required from June until August of 2013, with our goal of having a code draft by September, and then requiring additional assistance as we refine this draft in the fall. We don't anticipate that any individual week will require more than 20 hours of work, and most weeks we will be seeking up to 10 hours of assistance (and some weeks, may seek no assistance at all).

2. **Question:** What percentage of that time is expected to be spent in meetings or site visits in Somerville and how much time will be spent reviewing and drafting documents and engaging in telephone and email correspondence in the consultant's office?

Response: This entire project can be completed by the consultant at their own office, although we welcome the consultant to come meet with us in Somerville if it would be helpful to the consultant.

3. **Question:** In Section 1.7.5 the RFP calls for samples of work the consultant has created "in whole or in part." Does that mean that you want samples where the consultant has been responsible for all or part of a document as a member of a team, or that you want samples of all or a part of the document created?

Response: We would be happy to see either or both. If the consultant worked as a part of a team on a document, please identify the role of the consultant in developing the document. If the consultant worked on a specific part of the document, please submit that section.

4. **Question:** Related to the previous question, some of these samples of relevant work, especially entire zoning overhauls, are very long documents (100 - 200 pages) and would be difficult to copy and send. Would it be acceptable to send a pdf by email or on a CD, and/or to provide a link to a website from which these long documents can be downloaded?

Response: The applicant may submit these documents by PDF on a CD with the application, and need not attach all of these documents to the paper submittal. Please indicate on the paper submittal the name of each of these documents and the role the consultant played on these documents, and clearly note that they are located on the CD.

5. **Question:** In Section 1.7.5 the RFP calls for "at least three" public sector client references and then requests a specific format for providing the relevant information on "all three references." It is not clear whether more than three references would be acceptable and/or desirable. Please clarify.

Response: A minimum of three references are required, but an applicant may submit more than three references.

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6. **Question:** One of the evaluation criteria in Section 1.10 requires a "clear explanation of how deliverables will be produced." Since the services will be provided on an "as-needed" basis, the deliverables have not been determined at this point. They will most likely be produced in collaboration with staff who have more access to information on Somerville (documents, reports, and GIS layers) and intend to take the lead role in overhauling the zoning. It seems impossible to know at this point what the deliverables will be and therefore how they will be produced. This will emerge in the course of the project. Please clarify what is meant by this criterion.

Response: The criteria notes "Understanding of project requirements with clear explanation of how deliverables will be produced." Prospective bidders will be scored on this item based upon evidence of circumstances where the bidder has been able to provide advice on individual zoning questions, concerns, ideas or proposals created by a city staff. In particular, the ability to provide on-call services with follow-up written backup documentation is desired.

7. **Question:** Related to Question 6, without knowing the background and qualifications of staff, it is difficult to know in what specific ways the consultant will augment their experience and skill sets, and therefore what specific skills the City will most need from the consultant. Again, this will emerge in the course of the project, as the consultant and staff work together and determine how the consultant can best supplement staff expertise. Please clarify, if possible, what skills and expertise exist in-house what expertise is most needed from the consultant.

Response: The in-house staff have worked on zoning overhaul work, including a convention code in a Massachusetts community, an form-based codes in greenfield sites and infill TOD sites in multiple states. Our team has a background in graphic design, and the ability to produce code drafts with graphics using Adobe InDesign.

While the full set of circumstances likely to need consulting assistance is wide ranging, there are circumstances specific to Somerville for which a consultant could provide significant assistance:

1. One such area is the development of strategies for appropriate regulation of the adaptation of residential building types in an existing high-density residential urban environment with established physical character.
2. Another area in which we could use help is the development of some graphics that we may not have time to produce in-house (although we are developing basic building type graphics in-house that would also require review)
3. We may also need assistance improving code language overall, including the language in the code definitions.
4. We may need assistance in addressing new ways to code for areas that will be planned in the future with new streets.

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5. We may seek out strategies to require alternatives for development or finance of publicly accessible open space.

This is far from an exhaustive list, but it provides an idea of types of assistance that may be necessary.

8. **Question:** The RFP requires that the technical proposal and price proposal be separate and submitted in separate envelopes. It also requests a CD. Is it permissible for the CD to contain both the technical and price proposals? Can the CD be submitted in either envelope or should separate CDs be sent for each? Secondly, in relation to question 3 above, is it permissible to put the longer work samples onto the CD rather than printing out multiple hard copies to include in the proposal?

Response: The price proposal and the technical proposal must be in separately sealed envelopes in accordance with the RFP procedures in Massachusetts General Law. Respondents do not need to submit their price proposals on CD. The CD could be used only for the technical proposals and the sample work, and the price proposal could be submitted in hard copy only. It is critical that the price proposal be submitted in a separately sealed envelope and that no reference to price for the current proposal is made in the technical proposal.

9. **Question:** Section 1.7 of the RFP seems to say that the only acceptable way to bind proposals is with a 3-ring binder with removable and replaceable pages and with tabs. Is that correct?

Response: The City will accept proposals bound in ways other than specified in the RFP. The method stated in the RFP is a preference but not a requirement.

10. **Question:** As a practical matter, submitting multiple binders will require the use of a box rather than an envelope. Please confirm whether this is acceptable, or whether you require the box to be placed within envelopes marked as indicated in the RFP.

Response: The City accepts boxes and envelopes. Please ensure that the box and/or envelope are sealed and that price and non-price proposals are in separate, labeled packages.